

Subject: Reminder: Register Today for SCEIS Spring 2016 Training Classes
Audience: All SCEIS Users

Seats are still available in most Spring 2016 SCEIS classes! The SCEIS Training Team would like to remind users to register for upcoming SCEIS training classes today. *Note: Some classes are full and some are nearing capacity.* The calendar below provides a high-level view of the upcoming SCEIS training opportunities. For more detailed information and the registration link for each class, click the link under the title of the class.

March 2016

Thu, Mar 10 (9 a.m. - 12 p.m.)	REP200-02 - Reporting with BEx and Business Objects for Finance/Materials Management Users Click here for class information and registration link.
Wed, Mar 16 (9 a.m. - 5 p.m.)	TM300-01 – Leave Administration Click here for class information and registration link.
Mon, Mar 21 and Tue, Mar 22 Mar 21 (9 a.m. – 5 p.m.) Mar 22 (9 a.m. – 5 p.m.)	PR217-01 - Creating and Managing Purchase Orders Click here for class information and registration link.
Wed, Mar 23 (9 a.m. - 5 p.m.)	FM300-01 Funds Management Click here for class information and registration link.
Thu, Mar 24 (9 a.m. - 5 p.m.)	GL300-01 General Ledger Accounting Click here for class information and registration link.
Mon, Mar 28 (9 a.m. - 5 p.m.)	MML100-02 - Material Master Liaison Click here for class information and registration link.
Tue, Mar 29 (9 a.m. - 5 p.m.)	AR300-01 - Accounts Receivable Invoice Processing Click here for class information and registration link.
Wed, Mar 30 and Thu, Mar 31 Mar 30 (9 a.m. - 5 p.m.) Mar 31 (9 a.m. - 5 p.m.)	PS300-01 Project Systems Click here for class information and registration link.

April 2016

Tue, Apr 5 (9 a.m. - 5 p.m.)	AM300-01 Asset Masters and Asset Reporting Click here for class information and registration link.
Wed, Apr 6 (9 a.m. - 5 p.m.)	AM315-01 Advanced Asset Management Click here for class information and registration link.
Mon, Apr 11 and Tue, Apr 12 Apr 11 (9 a.m. - 5 p.m.) Apr 12 (9 a.m. - 5 p.m.)	AP300-01 Accounts Payable Invoice Processing Click here for class information and registration link.

April 2016 (Cont.)

Wed, Apr 13 and Thu, Apr 14
Apr 13 (9 a.m. – 5 p.m.)
Apr 14 (9 a.m. – 5 p.m.)

Mon, Apr 18 (9 a.m. - 5 p.m.)

Tue, Apr 19 (9 a.m. - 12 p.m.)

Mon, Apr 25 and Tue, Apr 26
Apr 25 (9 a.m. – 5 p.m.)
Apr 26 (9 a.m. – 5 p.m.)

Wed, Apr 27 (9 a.m. - 5 p.m.)

May 2016

Tue, May 3 (9 a.m. - 12 p.m.)

Tue, May 3 (1 p.m. - 4 p.m.)

Thu, May 5 (9 a.m. - 12 p.m.)

Thu, May 12 (9 a.m. - 5 p.m.)

Mon, May 16 and Tue, May 17
May 16 (9 a.m. - 5 p.m.)
May 17 (9 a.m. - 5 p.m.)

Wed, May 18 and Thu, May 19
May 18 (9 a.m. – 5 p.m.)
May 19 (9 a.m. – 5 p.m.)

Mon, May 23 (9 a.m. - 12 p.m.)

PR217-04 - Creating and Managing Purchase Orders
[Click here for class information and registration link.](#)

GM300-01 Grants Management
[Click here for class information and registration link.](#)

REP200-04 - Reporting with Business Warehouse and Business Objects for HR/Payroll Users
[Click here for class information and registration link.](#)

PR235-01 - Bidding Process and Overview of Contract Management
[Click here for class information and registration link.](#)

PR250-01 - Contract Management
[Click here for class information and registration link.](#)

IM330-01 Inventory Management and Financial Accounting
[Click here for class information and registration link.](#)

IM330-02 Inventory Management and Financial Accounting
[Click here for class information and registration link.](#)

REP200-06 - Reporting with BEx and Business Objects for Finance/Materials Management Users
[Click here for class information and registration link.](#)

OM200-01 – Organizational Management
[Click here for class information and registration link.](#)

PA250-01 Personnel Administration
[Click here for class information and registration link.](#)

PR217-05 - Creating and Managing Purchase Orders
[Click here for class information and registration link.](#)

CO400-01 Year-End Physical Inventory Closing
[Click here for class information and registration link.](#)



May 2016 (Cont.)

Tue, May 24 and Wed, May 25
May 24 (9 a.m. – 5 p.m.)
May 25 (9 a.m. – 5 p.m.)

PR235-02 - Bidding Process and Overview of Contract Management

[Click here for class information and registration link.](#)

Thu, May 26 (9 a.m. - 5 p.m.)

PR250-02 - Contract Management

[Click here for class information and registration link.](#)

Tue, May 31 (9 a.m. - 4:30 p.m.)

CO500-01 Year-End Update

[Click here for class information and registration link.](#)

June 2016

Wed, Jun 1 and Thu, Jun 2
Jun 1 (9 a.m. - 5 p.m.)
Jun 2 (9 a.m. - 12 p.m.)

TM200-02 Time Administration

[Click here for class information and registration link.](#)

Mon, Jun 6 (9 a.m. - 12 p.m.)

CO400-02 Year-End Physical Inventory Closing

[Click here for class information and registration link.](#)

Tue, Jun 14 (9 a.m. - 5 p.m.)

TM300-02 – Leave Administration

[Click here for class information and registration link.](#)

Wed, Jun 15 (9 a.m. - 4:30 p.m.)

CO500-02 Year-End Update

[Click here for class information and registration link.](#)

If you have any questions about this SCEIS Training information, please email them to training@sceis.sc.gov.